



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-02


01-23-04

**LEAVE TRANSFER PROGRAM  
(DONATED LEAVE)  
NO EXPIRATION**

1. The Federal Employee Leave Sharing Amendments Act of 1993 permits federal employees to donate **annual leave** to coworkers suffering hardship situations which are expected to cause at least 24 hours of unpaid absence. The purpose of this TAAI is to clarify laws, rules and regulations governing the Leave Transfer Program (Donated Leave).
2. Only a technician experiencing a "medical emergency" (including a medical condition of a family member) is eligible to become a leave recipient. A "medical emergency" means a medical condition that requires absence from duty for a period of time, for reasons beyond the employee's control, and causes serious economic consequences **because of the unavailability of paid leave**. Supporting medical documentation must accompany the application to become a leave recipient. There is no limit on the amount of donated annual leave a recipient may receive. However, when the medical emergency ends and the leave recipient returns to duty, any unused donated leave must be returned to the leave donor(s).
3. In order to become a leave recipient, the technician must complete an Optional Form (OF) 630, Leave Recipient Application, provide medical documentation, and forward to the leave approving official (usually the first level supervisor). At a minimum, the medical documentation must contain the diagnosis, treatment, prognosis, date the medical emergency began, and the date the medical emergency is expected to end. **The technician must use all accrued annual, sick leave and compensatory time before using donated leave.** The first level supervisor will sign and date the OF 630 as approved or disapproved. Approval requires the supervisor to verify the applicant's leave balances, validate the continuing nature of the hardship, and properly annotate the time and attendance report. If the request is disapproved, the first level supervisor must state the reason(s) for disapproval. The application and supporting documentation is forwarded to the Directorate for Human Resources, Customer Services, for final approval or disapproval. If the request is approved, the Directorate for Human Resources will advertise the need for donated leave by publishing a TAAI – Request for Donated Leave.
4. Technicians wishing to donate annual leave to an approved leave recipient must complete Optional Form (OF) 630-A, and forward the completed form to the Directorate for Human Resources, Customer Services. An immediate supervisor is prohibited from receiving donated leave from a subordinate technician. An approved recipient may not, either directly or indirectly, intimidate, threaten, or coerce any other technician for the purpose of interfering with any right a technician may have to donate, not donate, receive, or use annual leave. The maximum donation of leave is no more than a total of one-half of the amount of annual leave a technician would be entitled to accrue during the leave year in which the donation is made (i.e., a technician that earns 208 hours of annual leave may donate a maximum of 104 hours during the leave year).

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5. If the medical emergency continues past the expected termination date on the OF 630, the technician must submit a request for extension to their immediate supervisor. The request must be accompanied by additional supporting medical documentation and include a new expected termination date. If approved, the supervisor must forward the request to the Directorate for Human Resources, Customer Services, no later than 3 days after the initial expected termination date.
6. The entitlement to receive transferred leave shall terminate at the end of the biweekly pay period in which the recipient's designee, approving official, or the Directorate for Human Resources determines the recipient is no longer affected by the medical emergency.
7. If you have any questions, contact Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411 or (916) 854-3411.

  
STUART D. EWING  
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